

## **VOLUNTEER OPPORTUNITIES**

**ASSIGNMENT PROCESS:** It is the responsibility of the Department of Volunteer Services to obtain the most appropriate volunteers, determine their capabilities and assign them accordingly. Not every opportunity is available at a given time and is often determined by the department's needs as well as the volunteer's background, skills and schedule of availability.

Bilingual language skills, Spanish especially, are extremely helpful in many of our assignments .

**SHADOW PROGRAMS –We are unable to allow physician or nurse shadowing** as it is considered a breach of patient confidentiality and is not permitted at our medical center.

**ADMITTING OFFICE VOLUNTEER:** Assist with greeting patients and visitors. Escort them to their destination in the Medical Center, possibly by transport in a wheelchair; may also assist with general office tasks and running errands.

**CENTRAL SUPPLY VOLUNTEER:** Assists the department staff with maintaining supplies and inventory control as needed by unpacking, stocking and putting stickers on supplies, at times making deliveries to various departments and locations throughout the Medical Center.

**EMERGENCY ROOM VOLUNTEER:** (21 and older) Will assist with greeting people, directing visitors, making phone calls, answering questions, locating patients and helping with forms. May also communicate with patients and family, maintain waiting room and supplies, request an interpreter, and assist patients needing wheelchairs. Requires the ability to withstand long periods of walking and/or standing.

**EUCCHARISTIC MINISTER VOLUNTEER:** In recognition of the shared ministry within the Church, Eucharistic Ministers, with prior experience and training assist with bringing the Eucharist to patients in the Medical Center who have expressed a desire for the Sacrament.

**GIFT SHOP VOLUNTEER:** Will complete the sale of merchandise and gifts utilizing a cash register, make change and package sold merchandise. May check flower arrangements, encourage sales by pointing out new merchandise, and replenish candy and other food items. Reliability and dependability A MUST as the gift shop does not operate without volunteers to staff it.

**ICU/CCU HOST VOLUNTEER:** Welcomes and greets visitors to the ICU unit and controls the number of visitors in the actual room with the use of special ID badges.

**LABORATORY SERVICES VOLUNTEER:** Assist with retrieving samples from tube system, transport specimens from floors to lab and perform functions to facilitate successful completion of clerical duties. Assist as required with filing, copying, answering phones, typing and miscellaneous clerical duties. Assist staff in maintaining supplies and inventory as requested.

**MATERNAL CHILD HEALTH VOLUNTEER:** (16 and older) Provide assistance to Maternal Child Health patients, family members and their visitors to ensure their experience is as pleasant as possible. Assist staff with improving patient stay. May answer call lights, make beds, clean tables, fill water pitchers, check linen supply in room, or assist patients with various needs.

**NURSING UNIT VOLUNTEER:** Assist nursing staff with unit activities, providing assistance to patient care staff to ensure delivery of the best care possible to our patients. (16 and older)

**REHAB SERVICES: PHYSICAL/OCCUPATIONAL THERAPY VOLUNTEER:** Provide assistance to staff; may clean whirlpool, gym and/or galley areas. May change linens, make hot/cold packs, assist patients by wheel chair to other locations, and transport equipment or run errands.

**RADIOLOGY/IMAGING VOLUNTEER:** Assists as required with organizing and filing patient related information; escorting patients; delivering materials to other departments and general office tasks.

**SHORT STAY VOLUNTEER:** The role of the volunteer is to provide assistance to the nurses working in Short Stay Surgery Unit. Volunteers assist with sanitizing and disinfecting patient gurneys; discharging patients by wheelchair and preparing patient packets.